

VACANCY NOTICE

Treasurer / Collector

Town of Athol

The town of Athol, a community of 11,500 located in the scenic North Quabbin region, seeks an experienced professional to serve as its Treasurer/Collector. Reporting to the Town Manager, the Treasurer / Collector is responsible for the overall administration, management and operations of two municipal finance divisions in a Town with a \$20 million total operating budget (rated AA- Stable by Standard & Poor's).

Supervising a staff of two FTEs the position is responsible for the collection, processing, record keeping, and enforcement of all municipal taxes and user charges together with the receipt, recording, custody, management, and disbursement of all municipal funds. Responsible for borrowing, investing and management of funds; including planning, issuance, and management of all municipal indebtedness and any related duties.

Bachelor's Degree in Accounting, Economics, Business Administration or related field; broad experience in municipal financial management; experience in VADAR software preferred; or, a combination of education and experience that enables performance of all aspects of the position. Incumbent must be bondable. Certified Mass. Municipal Collector/Treasurer highly preferred and required within five years of appointment. Position is a full-time (37.5 hours) member of SEIU collective bargaining unit Grade 15 with a starting salary range of \$60,779 to \$70,435 DOQE.

Resume and cover letter to Shaun A. Suhoski, Town Manager, no later than 2:00 p.m. on May 12 for priority consideration. Electronic submissions preferred to selectmen@townofathol.org. Position open until filled. EOE/AA.